



City of Los Altos

Planning Division

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SUBMITTAL REQUIREMENTS TENTATIVE MAP/SUBDIVISION APPLICATION

APPLICANT PRESUBMITTAL CHECKLIST

APPLICATION FORM, FEE & REQUIRED MATERIALS

All items are required at time of submittal. The project will not be scheduled for a public meeting until the application has been reviewed by a planner and is deemed complete.

All materials identified below shall be submitted in digital (PDF) format.

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1. General Application Form

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2. Filing fee(s)

Application	\$5,486.25
Environmental Review	\$ _____
Public Notification (\$1.05/notice) *	\$ _____
Other: _____	\$ _____
TOTAL	\$ _____

Make checks payable to the City of Los Altos. Fees are not refundable.

**Notices mailed to all properties and business tenants within 1,000 feet of project site for the Planning Commission and City Council public meetings.*

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3. Title Report

A current preliminary title report or policy of title insurance for all properties involved.

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4. Technical Report(s)

Depending on the nature of the project, technical studies, such as a traffic impact assessment, or arborist report, may be required.

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5. Project Plans *(see checklist below)*

- a. Initial submittal: One (1) digital copy of full-size set (24" x 36") in PDF format.

PLANS

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1. Cover Sheet

- ☐ Vicinity Map (clear and legible)
- ☐ Table of Contents
- ☐ General Project Information (project description, general plan, zoning, property owner, design professionals, etc.)
- ☐ A summary of land development calculations including, but not limited to, site area, lot coverage, setbacks, impervious surfaces, building floor area, parking stalls (required and proposed), and, when appropriate, number of beds, students and/or dining seats



2. **Tentative Map** (1" = 10' scale)

NOTE: The Tentative Map shall be prepared by a registered civil engineer or a licensed land surveyor.

- ☐ North arrow, scale and sufficient description to define the location and boundaries of the proposed subdivision
- ☐ Name, address, and telephone number of the property owner
- ☐ Name, address and telephone number of the subdivider
- ☐ Name, address and telephone number of the person who prepared the tentative map
- ☐ Sufficient elevations or contours to determine the general slope of the land, the high and low points thereof, and all drainage features

NOTE: Contour intervals shall be not more than one-foot vertical in 100 feet.

- ☐ The map shall also show stormwater management measures to retain stormwater on site in accord with the Best Management Practices
- ☐ The location, names, widths and approximate grades of all roads, streets, highways, alleys and public ways in the proposed subdivision which have been dedicated or which are to be offered for dedication
- ☐ The location, names, and existing width of all adjoining and contiguous highways, alleys, streets, and public ways
- ☐ The approximate widths, locations and purposes of all existing and proposed easements
- ☐ The lot layout and approximate dimensions and square footage of each lot
- ☐ The location of any existing buildings, sewage disposal facilities or other improvements, with an indication as to which are to be removed
- ☐ The setback of existing buildings from the new property lines (only those buildings which are proposed to remain)
- ☐ A numbered inventory of the size and type of all existing trees over four inches in diameter and whether they are to be removed or retained
- ☐ The location of any existing wells, whether to be retained or abandoned; and
- ☐ Any exceptions to the minimum lot width lot depth, lot area or building setback regulations, which are to be requested.



3. **Tree Protection Plan**

Identify all trees over four inches in diameter measured at 48 inches above natural grade and provide the following details:

- ☐ Number all trees on the site plan
- ☐ Provide a table identifying the size and species of trees, and whether they are to be removed or retained
- ☐ A certified arborist report may be required if the house or proposed addition falls within the inner 2/3rds of the dripline of any tree(s) that are to be retained
- ☐ List any protective measures recommended by the certified arborist (distances to be maintained from trees, pruning instructions, protective fencing, etc.) on the plan



4. **Hold Harmless**

Applicants must sign a letter agreeing to hold harmless the City for any actions related to the permit. This letter must be submitted within the first thirty days of submittal of the project to the City:

The applicant/owner agrees to indemnify, defend, protect, and hold the City harmless from all costs and expenses, including attorney's fees, incurred by the City or held to be the liability of the City in connection with the City's defense of its actions in any proceedings brought in any State or Federal Court, challenging any of the City's action with respect to the applicant's project. The City may withhold final maps and/or permits, including temporary or final occupancy permits, for failure to pay all costs and expenses, including attorney's fees, incurred by the City in connection with the City's defense of its actions.

PUBLIC MEETING NOTIFICATION



1. **Mailed Notices** – The City will be responsible for sending all property owners within 1,000 feet of the project site a mailed notice of all public meetings 10 days before the meeting date. The Planning Division will provide an area map showing all properties within a 1,000-foot radius of the project site.

NOTE: For projects in or near commercial areas, notification will also be provided to all commercial tenants within the 1,000-foot radius area. The applicant is responsible for providing a name and address list of all commercial tenants within the notification area in a label format approved by staff.



2. **On-Site Posting Requirement** – In addition to the mailed notices, a public notice billboard (four feet by six feet) with color renderings of the project will need to be installed at the project site at least 10 days prior to the first public meeting date. *See [Public Notice Sign Requirements for New Commercial, Multi-Family and Mixed-Use Projects](#) handout for more specific direction.*

CITY ACTION

The project will be reviewed at public meetings before the Planning Commission (PC) and the City Council (CC). The PC will hold a public meeting to review and provide a recommendation on all components of the project and the City Council will review and take a final action on the project.

In order to approve a tentative map, the PC and CC must make specific findings in accordance with Section 66474 of the Subdivision Map Act of the State of California:

1. The proposed subdivision is consistent with the Los Altos General Plan land use designation for the subject property(s).
2. The site is physically suitable for this type and density of proposed development.
3. The design of the subdivision and the proposed improvements are not likely to cause substantial environmental damage, or substantially injure fish or wildlife.
4. The design of the subdivision is not likely to cause serious public health problems.
5. The design of the subdivision will not conflict with public access easements.

SUBMITTING MORE THAN ONE APPLICATION

These instructions will be modified in the event that the application is submitted simultaneously with another application (e.g. conditional use permit, design review). If the project requires two or more applications to be submitted, work with the Planning Division to better understand the City's submittal requirements to avoid redundancy.